

Sotheby's INSTITUTE OF ART

STUDENT ATTENDANCE & ENGAGEMENT POLICY – LONDON

This procedure is applicable to all SIA - London students registered with the University of Manchester. Students who require a visa to study in the UK are also expected to adhere to the policies that comprise the Institute's Visa Compliance Framework (Documents A, B and C)

Introduction

1. Sotheby's Institute of Art – London programmes provide highly intensive and immersive learning experiences, with access to a range of art world contexts and industry expertise. Students who fully engage with our programmes not only maximize their learning opportunities, but also develop and refine the employability skills and professional standards necessary to succeed in the art world environment.
2. This Policy provides students with the rationale and details of the process by which attendance and engagement are measured. In supporting a positive learning environment through the monitoring of attendance for various activities, the Institute aims to safeguard student wellbeing, to support academic performance, and to meet external body reporting requirements.
3. Regular attendance and engagement are vital for students' progression and achievement during their studies and to their future employability. Students who actively participate in their learning by attending or engaging with sessions regularly are more likely to:
 - a) Develop their knowledge, skills and abilities via a rewarding and collaborative experience, which supports academic attainment and progression;
 - b) Successfully complete their programme and satisfy external reporting/accreditation requirements;
 - c) Build valuable connections with peers and lecturers that enhance collaboration, learning opportunities, and future prospects.
4. Students are expected to attend all taught sessions as specified in their timetables, and undertake all preparation and written assignments required of them by the dates specified. Failure to attend classes is a serious matter and advance notification of a planned absence must be given to the Programme Coordinator.
5. There will be occasionally circumstances where ill health or other legitimate reasons prevent students attending sessions. Students are responsible for informing the Programme Coordinator and Visa Coordinator of these circumstances on each day of absence. If a student is absent or not engaged for more than 5 working days, some form of documentary evidence, such as a doctor's note, should be given to the Programme Coordinator and/or Visa Coordinator to support the absence. In the event a student's attendance is persistently poor, without a satisfactory reason, they are likely to receive a written warning, and continued failure to commit to their study programme could involve disciplinary action, have visa implications, and may also be reflected in any references that are provided.

6. If an Examination Board has documented evidence that, (a) a student's work, attendance or engagement has been unsatisfactory, and (b) the student has been formally warned of the unsatisfactory work, attendance or engagement but has not shown significant improvement acceptable to the Board, then the Board has the right to refuse assessment. The Board also has the right to refuse the student reassessment/referred assessment.
7. **The Institute's policy is that lateness is not tolerated.** Punctuality is essential; coming in late disrupts lectures and may be perceived as lacking in respect for lecturers and fellow students. Consistent lateness may result in a student being marked as 'absent'. Students should also carefully plan journeys in advance in order to avoid arriving late at scheduled visits.
8. Unsatisfactory attendance includes, but is not exclusively confined to:
 - a) failure to attend learning and teaching sessions regularly, without providing a satisfactory reason for absence;
 - b) persistent late arrival or early departure from learning and teaching sessions;
 - c) failure to attend tutorials and/or interviews with a member of academic staff.
9. A poor attendance, engagement or punctuality record, without adequate explanation, could result in the following:
 - a) should a student's attendance or engagement become a significant concern without adequate explanation, the Institute reserves the right to refer to its Student Misconduct Policy, which identifies unauthorised absenteeism, non-engagement or poor punctuality as misconduct and as such is subject to disciplinary procedures;
 - b) unsatisfactory attendance may lead to students being ineligible to be put forward for the Work Placement unit;
 - c) for international students with a Student Route Visa, in the event of a period of unexplained and sustained absence or non-engagement, the Institute is required to inform the Home Office, who may then withdraw or refuse the student's visa (see the Postgraduate Student Handbook for details);
 - d) a history of poor attendance or engagement will become a permanent part of a student's record and may be taken into account if references are requested for potential future employers or for further study;
 - e) refusal of assessment at an Examination Board.

Monitoring students' attendance and engagement with their programme

10. All students are advised within their Programme handbook that:

You must swipe in using your student ID card at the start of every taught session. When classes take place in the 30 Bedford Square Campus you must swipe in by touching your card against the card reader, located in each classroom. When classes take place at external teaching venues you must swipe in by touching your card against the reader attached to the remote attendance laptop, which will be situated in or near the classroom. This automatically logs your attendance record. You must record your attendance once at

the start of the first morning session, and once at the start of the first afternoon session. For trips and visits, a paper register will be taken to confirm attendance.

You may only swipe in for yourself. If it is discovered that other students have been swiping/signing in on your behalf, or that you have been swiping/signing in on the behalf of other students, then disciplinary action may be taken.

Students' engagement with learning resources and teaching activities is monitored through the CANVAS LMS. The system tracks the sessions students participate in, the pages they view, and their assignment submissions - whether submitted on time or late.

11. Programme Co-ordinators are the first point of contact for students to report and explain absence or lack of engagement and it is their responsibility to update, maintain and monitor the attendance and engagement records of students. Students are expected to respond immediately to notices regarding attendance issued by Programme Co-ordinators.

Title	Student Attendance and Engagement Policy
Date first implemented	2016
Approving body	Academic Board
Version	October 2025
Effective	From 2025 – 2026
Supersedes	September 2022
Next review date	Summer 2028
Frequency of review	Every three years
Policy owner	Quality Team/Visa Compliance Team